

Safety Manager

Position Description



Reporting Senior Manager Human Resources	Location Kalimna	Hours Fulltime	Contract Ongoing	Reports NIL	Job Level Manager
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Role Purpose

The Safety Manager is responsible for monitoring and improving workplace health and safety management and culture. The role is responsible for leading the development, implementation, assessment, and review of an occupational, health and safety management plan which emphasises safety in the workplace through management and staff involvement in the preparation of safe work practices.

The goal is to establish a safe workplace according to legal standards and foster a culture of attention to health and safety. This includes coaching and mentoring staff to develop skills and knowledge to manage work activities, OHS inductions and pre-start preparation for work activities, safety audits, Return to Work and Health Plans.

This role supports succession planning arrangements by developing Gunaikurnai capability across the organisation.

The Role

-  Demonstrate and promote cultural safety in the workplace and encourage best practice. Support the crew and crew leaders to complete safety tasks including OHS recording, pre-start safety, risk, and scoping documentation.
-  Ensure all legislation is attended to and explained to staff. Assist injured workers to remain at or return to work as soon as safely possible after injury. Ensure GLaWAC meets their Return-to-Work obligations under the Victorian Workers Compensation Legislation.
-  Manage and maintain effective internal and external relationships that achieve positive results, this includes working closely with the HR team to support the training initiatives of staff.
-  Develop and maintain strong, collaborative partnerships with external stakeholders, agencies, and community to facilitate opportunities for future growth. Prepare and conduct safety induction and training sessions for employees and contractors.
-  Undertake duties as Health and Safety Representative. Ensure the welfare and safety of staff, including strict compliance with OH&S policies and GLaWAC safety policies.
-  Conduct risk assessments, enforce preventative measures, and monitor compliance. Assist with the review of existing policies and measures and update according to legislation. Research and implement new safety processes.
-  Evaluate, assess, and alter safety policies and procedures for the benefit of employees and contractors
-  Lead injury and incident inquiries and evaluations. Track incident metrics and prepare safety reporting. Analyse accident reports and evaluate injury case studies.

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Essential Skills/Experience

- Experience and or qualifications relating to Work Health and Safety Management.
- Demonstrated ability to plan and coordinate the development and education of others (through on the job training and mentorship).
- A high level of computer literacy and demonstrated knowledge of GPS systems and databases.
- Excellent interpersonal skills, the ability to build trusting relationships and coach and develop others.
- Demonstrated Cultural Safety capability in the workplace.

Desirable Skills/Experience

- Knowledge of Gunaikurnai culture, values, aspirations and customs, and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations. Knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

Other Requirements

- Always demonstrate GLaWAC values.
- Undergo vaccinations as required.
- Hold a current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Working With Children Check and/or Police Check.
- Other duties as required.
- Although we may offer flexibility to work from home, the employer can direct you to return to the office.

Core Leadership Capabilities

1. Cohesive - Have each other's backs
2. Cultural - Have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example